

North Carolina Division of Child Development and Early Education Criminal Background Check Change of Information Form

This form is to be completed by the Owner/Administrator and submitted to the Criminal Background Check Unit when you hire a new employee and/or a household member moves into your home.

Child Care Centers: Complete this form when you hire a new employee.

Centers in a Residence and Family Child Care Homes: Complete this form when you hire a new employee or a new household member moves into your home.

Please print or type.

Required Fields (Complete all fields in this section)		SSN (Last 4 Digits Only):		Email Address:	
Date of Birth (mm/dd/yy): / /		Current Legal Name (First, Middle Initial, Last):			
Current Home Mailing Address:			City:	State:	Zip Code:
Telephone #: ()		County of Residence:			

Facility Information (Complete all fields in this section)		Date Employed at this Facility: / /	
Name of Current Facility:		Facility ID # (on license):	Facility Telephone #: ()
Address of Current Facility:		City:	State: Zip Code:

Comments:

Mail to: NC DCDEE
Attn: Criminal Background Check Unit
2201 Mail Service Center
Raleigh, NC 27699-2201

Questions: Criminal Background Check Unit
919-527-6620
DCDEE: 1-800-859-0829

Website: www.ncchildcare.net